

Volunteer Roles Task Force

Meeting Minutes from 1/3/12 conference call

Attendees: Chris M., Dave, Mike H., Rob, Hugh, Tracy G. (ex-officio)

Duration: 90 min. (8:30 - 10:00PM Eastern)

Meeting Notes:

Minutes from 12/15/11 were reviewed and approved.

- **Chris M. to post them to the BOD forum.**

Action Items

- Mike received and shared current copy of "Handbook for Committee Chairs" provided by C.J.
 - **VRTF will highlight information that is out-of-date or requires revision. Chris will send compiled suggestions to C.J.**
- Mike and Hugh submitted National Committee draft templates for review
 - Reviewed Chair template and updated with suggested revisions.
 - **VRTF members to review all template drafts and submit comments by next call (1/17).**
- Rob C. submitted a draft Streamlines for Volunteers article for review.
 - **VRTF members to review and respond with feedback by next call.**

LMSC Volunteer draft templates

- National Office submitted some recommended updates, which were share with VRTF. No additional comments received.
- **Chris to post the NO updates to BOD forum.**

Draft email to LMSC/National Committee volunteer contacts

- VRTF reviewed suggested changes.
- **Chris captured revisions during the call and will send out update for review.**
- **VRTF to respond with any additional suggestions by next call.**

Concurrent LMSC Volunteer feedback discussion

- **Chris to compile BOD Forum feedback received on LMSC Volunteer templates and distribute prior to next call.**
- Tracy provided a list of current LMSC Volunteer contacts with email information that will be used for outreach.
- **Chris to contact Paige Buehler, Chair of LMSC Development, to ask how she would like the LMSC Dev committee to be involved in the template review effort.**
- Other subject matter experts (suggested contacts below*):
 - Registration Chair (Registrar template)
 - Officials Chair (Officials Chair template)
 - Open Water Chair (Open Water Chair template)
 - Fitness Chair (Fitness Chair template)
 - Records and Tabulation Chair (Top Ten Recorder template)
 - Finance Committee Chair (Treasurer template)
 - Coaches Committee Chair (Coaches template)
 - Championship Committee Chair (Sanctions Chair template)
 - All Committee Chairs (Chair and Vice Chair templates)
 - Secretary template?

*Note that some committee chair contacts may get the LMSC contact emails, since they may currently hold the position in their respective LMSCs.

Next Meeting:

- Tue., 1/17/12 at 8:30PM Eastern.